



*Non-Benefits  
Eligible  
Part-Time - Pay  
Grade A: \$10.32  
per hour*

## **Part-Time Administrative Assistant**

### **Job Summary:**

To handle general secretarial duties including basic correspondence, filing, and inputting data for reports on the basis of instructions from various members of the department.

### **Knowledge, Skills and Abilities Required:**

- Good knowledge of business English spelling and grammar.
- Basic office skills such as data entry, filing, phone etiquette, and composition of simple business letters.
- Friendly, cooperative manner and good team spirit.
- Skill in exercising tact, diplomacy, and patience in dealing with public and other City employees.
- Considerable ability to work well with others, and to assist others cooperatively and courteously
- Flexibility to undertake a variety of assignments.
- Ability to organize time efficiently among a variety of duties and working ability to prioritize assignments
- Ability to concentrate and focus on a number of different tasks at one time.
- Detail oriented, possesses excellent organizational skills
- Considerable knowledge of Microsoft Office and computer equipment
- Working ability to operate standard office equipment
- Tact, above average communication skills, ability to work effectively with both employees and managers. Ability to convey a positive and professional image to applicants and employees.
- Ability to maintain the highly confidential nature of human resources work.
- Thorough ability to exercise good judgment and analysis to determine action to be taken under general, limited instruction.
- Considerable knowledge of policies, procedures, and practices that impact the department

### **Minimum Qualifications:**

**Education/Training:** High school diploma or equivalent.

**Experience:** Minimum two (2) years office experience.

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### **How To Apply:**

Resumes and professional references will be accepted in person or by mail, fax or email your resume to:

Director of Human Resources  
City of Terre Haute, IN  
17 Harding Ave  
Terre Haute, IN 47807

Confidential Fax: 812-244-2302      Email: [hr@terrehaute.in.gov](mailto:hr@terrehaute.in.gov)